

LANCASTER COUNTY RIGHT-OF-WAY AGENT

NATURE OF WORK

This is a technical position requiring office and field work in the acquisition of right-of-way in Lancaster County.

Work involves consulting with the Right-of-Way Manager to determine right-of-way requirements; researching property ownership as it relates to right-of-way acquisition; negotiating with property owners, their agents and other parties of interest to secure the necessary right-of-way required by Lancaster County; documenting and maintaining appropriate records of right-of-way transactions. An employee of this class is expected to exercise individual initiative and reflect professionalism in conducting negotiations with property owners and other concerned parties and to comply with all legal and ethical requirements pertaining to the acquisition of right-of-way. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and results obtained.

EXAMPLES OF WORK PERFORMED

Consult with Right-of-Way Manager to pre-plan and develop an acquisition strategy for buying right-of-way including anticipating special circumstances or needs; assist Right-of-Way Manager in the collection, preparation and presentation of documents and related exhibits for the Board of Appraisers in eminent domain proceedings.

Organize, prepare and review letters and documents pertaining to appraisal in preparation for the negotiation process; schedule appointments with property owners for presentation of approved offer; field inspect all land tracts.

Negotiate with property owners or authorized representatives to secure complex deeds and/or easements necessary in right-of-way acquisitions; obtain necessary signatures on all legal documents; flag acquisitions as requested by property owners.

Research property ownership; compose legal descriptions; draft and review contracts for accuracy.

Assist property owners or authorized representatives in resolving problems which may arise during or after completion of a construction project.

Prepare and submit summaries enumerating the various contacts and discussions involved in negotiation processes as required by Nebraska State law and Federal regulations; maintain all records associated with the negotiating process.

Assist project engineer in plan revisions following right-of-way acquisition; furnish project engineer with copies of negotiated settlement.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of local, state and federal statutes regarding right-of-way acquisitions.

Knowledge of the principles of Nebraska real estate law and laws governing eminent domain proceedings including the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Knowledge of the legal and departmental policies and practices applied to the preparation of maps, surveys and similar documents involving right-of-way work.

Knowledge of principles, practices and legal instruments involved in real property appraisal.

Ability to ensure all right-of-way transactions are legally consummated.

Ability to explain and discuss land acquisition problems with property owners, property owner's agents, engineers and other interested parties.

Ability to operate standard office equipment including calculator, photocopier, typewriter and microcomputer.

Ability to maintain records of right-of-way transactions and prepare required reports.

Ability to establish and maintain effective working relationships with property owners, property owner's agents, tenants, attorneys, other government agencies, lending institutions, realtors and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent supplemented by course work in real estate, engineering or related field and experience in the sale and/or acquisition of real estate.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent supplemented by course work in real estate, engineering or related field and some experience in the sale and/or acquisition of real estate or any

equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

DESIRABLE SPECIAL REQUIREMENTS

Possession of a valid Nebraska Real Estate Salesperson or Broker License issued by the State of Nebraska.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is required in the performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

Revised 2/97

PS9511